**Dean's Provision No. 10/2019**

**Allocation of financial support to students in the framework of the internationalization**

**at the Second Medical Faculty of Charles University**

**Article I.**

**Introductory Provisions**

This Dean's Provision lays down the rules for granting financial support to students as a part of the internationalization support at the Second Faculty of Medicine, Charles University (hereinafter referred to as the “Second Faculty of Medicine” or the “Faculty”).

**Article II.**

**Undergraduate students applying for a support outside calls organized by the Faculty**

**and ERASMUS programme - Free Movers**

1. Students may apply for:

1.1 A Contribution (grant) to actively participate in the international congress, passive participation is not supported.

1.2 An internship allowance conducted at a foreign institution.

2. Administrative conditions:

2.1 The application must be submitted exclusively on the form designated by the Second Faculty of Medicine of Charles University for this purpose.

2.2 The application must be submitted exclusively via the Department for Doctoral Studies and Foreign Affairs, applications submitted by other means will not be considered.

2.3 The application for a contribution to actively participate in the congress must be accompanied by an acknowledgment of receipt of the abstract of the student´s presentation at the congress. Subsequently, a proof of attendance at the must be submitted.

2.4 The application for an internship allowance must be accompanied by a letter of acceptance by hosting institution. The student must also submit a written confirmation of completion of the internship upon his/her return..

2.5 For internships of three weeks or longer, students should preferably apply through the Mobility Fund of the Charles University or POINT UK. If they fail to do so, they must explicitly explain the reasons in their application, i.e. why they did not apply for financial support in the manner described above. An application will not be considered without it.

An awarded financial support from the Mobility Fund or the POINT UK Fund is not a reason to reject the application by the Faculty. On the contrary, a quality and well-documented internships can be supported by the Mobility Fund or the POINT UK Fund as well as by the Second Faculty of Medicine.

2.6. If the requested amount of grant will significantly exceed the usual amounts, this may be a reason for refusing the application. The student will be asked to provide a breakdown of costs by items (e.g. transport costs, accommodation costs, etc.)

3.Rules for granting a contribution:
3.1. A contribution may be granted only if the application has all the administrative formalities and is sufficiently justified.

3.2 A contribution for active participation in the congress can:

3.2.1 Exceed a maximum of CZK 10,000 in case of active participation. The awarded amount is determined by destination and quality of the congress.

3.2.2 Be increased in case of an exceptionally high quality project and/or a pro-active representation of the Faculty. This increase requires a prior approval by the Faculty management.

3.2.3 The Faculty grants a contribution for a congress once a year.

3.2.4 The Faculty has the right to reject an application in the case of unclear professional quality of the congress.

3.3 An allowance for internship :

3.3.1 Unless stated otherwise, this support may exceed a maximum of CZK 20,000.

3.3.2. Is calculated as a maximum of 40% of the total amount requested, taking into account the length of stay and destination.

3.3.3 The amount may be increased for humanitarian and faculty promotion activities.

3.3.4 The amount may be increased in the case of a long-term and well-documented internship involving research activities (this has to be clearly demonstrated). The increase requires prior approval by the Faculty management.

3.3.5 In the case of a large number of applications, an internship which includes a research activity is preferred.

3.3.6 As a rule, the Faculty provides an allowance for one internship per student per year.

**Article III.**

**PhD students applying for support outside calls organized by the Faculty**

**and ERASMUS programme**

1. Students may apply for:

    An allowance (grant) for an internship abroad.

2. Administrative conditions:

2.1. The application must be submitted exclusively on the form designated by the Second Faculty of Medicine of Charles University for this purpose.

 2.2 The application must be submitted exclusively via the Department for Doctoral Studies and Foreign Affairs, applications submitted by other means will not be considered.

 2.3  The application for an internship allowance must be accompanied by a letter of acceptance of hosting institution. After his/her return, student must submit a written confirmation of conducting the internship.

2.4. For internships of three weeks or longer, students should preferably apply through the Mobility Fund of the Charles University or POINT UK. If they fail to do so, they must explicitly explain the reasons in their application, i.e. why they did not apply for financial support in the manner described above. An application will not be considered without it.

An awarded financial support from the Mobility Fund or the POINT UK Fund is not a reason to reject the application by the Faculty. On the contrary, a quality and well-documented internships can be supported by the Mobility Fund or the POINT UK Fund as well as by the Second Faculty of Medicine. Exceptions are part-time students who are not eligible for receiving a support from the Mobility Fund.

 2.5. If the requested amount of grant will significantly exceed the usual amounts, this may be a reason for refusing the application. The student will be asked to provide a breakdown of costs by items (e.g. transport costs, accommodation costs, etc.)

3. Rules for granting the allowance:

3.1. A contribution may be granted only if the application has all the administrative formalities and is sufficiently justified.

3.2 An allowance for the internship :

3.2.1 Unless stated otherwise, it can be of a maximum amount CZK 30,000.

3.2.2. Is calculated as a maximum of 50% of the total amount requested, taking into account the length of stay and location.

3.2.3 The amount may be increased for humanitarian and faculty promotion activities.

3.2.4 The amount may be increased in the case of a long-term and well-documented internship involving research activities (this has to clearly demonstrated). This requires prior approval by the Faculty management.

**Article IV.

Undergraduate students going to an internship within student exchanges organized**

**by the Faculty**

1. The Faculty will support the exchange of six students in one academic year as follows:

1.1 Wakayama Medical University - 2 students, contribution 20.000, - CZK per student.

1.2 Seoul National University College of Medicine - 2 students, contribution of 20. 000, - CZK per student.

1.3 Nizhny Novgorod State Medical Academy - 2 students, contribution 10.000, - CZK per student.

2. The contribution is awarded to the student on the basis of placement within the selection procedure, which is held once in the academic year and the date is announced in advance on the Faculty website.

3. The following criteria are evaluated in the selection procedure:

3.1 Achieving the overall average of the study - students with a better results are preferred;

3.2 extracurricular activities for the Faculty, volunteering and humanitarian activities;

3.3 Assessment of the student during the interview.

4. In the case of equality of ranking, a student who has not yet completed an internship supported by the Faculty has priority.

5. A student cannot attend an internship repeatedly at the same place. The Faculty management may grant an exception.

6. A contribution may be awarded only if the student has completed four weeks of internship and will submit a written confirmation of completion of the internship upon his/her return.

7. The shortening of the internship is allowed only for health reasons documented by a medical certificate.

8. If the student unjustifiably shortens the placement, the Faculty will demand a refund of the entire financial support.

**Art. IN

Final Provisions**

1. This provision of the Dean shall take effect on the day of its signature.

2. This Dean's Provision is effective since the academic year 2019/2020.

In Prague, on September 11, 2019

prof. MUDr. Vladimir Komarek, CSc.

Dean of the Second Faculty of Medicine, Charles University